



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ECONOMIC DEVELOPMENT DIRECTOR

Job Number: 20001935

Job Code: 99380V150416

Job Group: 9900 - UNCLASSIFIED SERVICE

Job Established: 05/16/1992

Job Revised: 10/16/2008

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall general direction for all functions within a division with a major program responsibility such as industrial marketing, site evaluation, small and minority business development, export services, financial incentives, training, research and administrative support; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **EXPERIENCE:**

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops an overall plan, policies and procedures for the delivery of services to client groups including prospective new businesses, existing businesses, economic development organizations, local government officials and internal cabinet personnel. Establishes reporting procedures regarding division activities and submits regular reports to appropriate agency heads. Develops a plan for coordinating division activities with other local, regional and state development agencies. Represents the division/department or Cabinet on task forces, committees, councils or meetings as assigned. Provides general guidance through branch managers or division staff regarding program plans, development, implementation and evaluation. Responsible for budget management functions of the division which includes budgeting activities, accounting requirements, compliance with state and federal financial requirements and maintenance of accounting records through auditing. May confer with and advise other division directors, and/or agency heads concerning economic development programs within their area of responsibility. Provides technical assistance and interpretation of rules and regulations to agency heads and other division directors. Plans, develops, initiates and evaluates research projects relating to economic development. Assists in the development of statewide strategic economic development plan.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*